

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 07-72

POSITION: SUPPLY TECHNICIAN (Temp NTE 30 December 2007), 07-72, (PD Number: 70155000)

GRADE/PAY: GS-2005-05 \$28,862.00 - \$37,519.00 per annum

OPENING DATE: 2 April 2007 **CLOSING DATE:** 2 May 2007

DUTY LOCATION: JFHQ-Det, Fort Pickett, VA

EMPLOYMENT STATUS: Excepted Service Male/Female Enlisted Personnel

WHO CAN APPLY:

GROUP I - All qualified enlisted personnel currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

GROUP II - All qualified Virginia Army and Air National Guard enlisted personnel, regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard is required to be attached to the application if enlistment occurred within 60 days prior to or during the advertisement period.

MILITARY CRITERIA: Applicant must be qualified and eligible for award of a MOS as follows: E: CMF: 92

MILITARY ASSIGNMENT: Applicant selected for this military technician position must occupy a military assignment in the Virginia Army National Guard that ensures proper grade, unit, and MOS prior to placement.

POINT OF CONTACT: SFC Dennis G. Dufresne, (434) 292-2230

QUALIFICATION REQUIREMENTS:

GENERAL: Experience in clerical or office work such as maintaining records; screening, reviewing, and verifying documents; searching for and compiling information and data; or work involved in the physical handling of supplies and equipment provided this gave the candidate some general knowledge of supply transactions and regulations, procedures, identification codes, etc.

SPECIALIZED: Work experience listed on the application must show at least six (6) months specialized experience, such as: experience in closely related activities which provided the applicant with a knowledge of the rules, regulations, procedures, and program requirements of one or more areas of a supply system, and which demonstrated the applicant's ability to perform at the level of the position to be filled.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS: Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSAs are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Knowledge of standard methods of receipt of material order documentation control and material processing.
2. Knowledge of policies and regulations regarding storage space controls, stock location systems, layouts and storage techniques.
3. Ability to establish and maintain effective work relationships.
4. Knowledge of regulations and mechanized and/or statistical techniques in the computation and forecasting of quantitative requirements.
5. Knowledge of regulatory requirements governing the accounting for government property.
6. Ability to research information.
7. Knowledge of how to fill out, post, file, control, or code supply documents or transactions.

TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 07-72

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: Completion of 2 academic years of full-time business school or 2 academic years of education above the high-school level will satisfy the requirements for the GS-5 position. Applicants must submit transcripts, diplomas or other forms of completion certificates to provide verification of related courses.

DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 70155000: Maintains accounting and reporting systems for federal property and performs routine phases of material accountability. Reviews justification and approves emergency requests. Manages and reviews supply transactions based on dollar limitations and coordination with supervisor on status of obligation authority (OA), status of consumer funds and verifies with requisitioning activity. Responsible for managing the DOD Activity Address File (DODAAF) to include additions, changes and deletions, drafts correspondence pertaining to individual transactions or stock numbers for assigned materials.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@ng.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. ANY GROUP II APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/HRO/otherjobs-linkspage.html>.

TPVA 07-72

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer